



Department:	Fire
Bargaining Unit:	Executive Management
Salary Range:	X72
Last Revision:	October 1997

FIRE CHIEF

DEFINITION

Under general administration direction, to plan, direct, manage, and oversee the activities and operations of the Fire Department, including fire suppression, fire prevention, hazardous materials mitigation, fire and life safety code compliance, emergency medical services, public education programs, and administrative support services; to serve as City Fire Marshall; to coordinate assigned activities with other city departments and outside agencies; and, to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over sworn and support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Fire Department services and activities including fire suppression, fire prevention, hazardous material mitigation, fire and life safety code compliance, emergency medical services, and public education programs; recommend and administer policies and procedures.

Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, with City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Fire Department to other city departments, elected officials and outside agencies; explain and interpret Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, direct, and coordinate the Fire Department work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Fire Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.

Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of emergency services.

Respond to and resolve difficult and sensitive inquiries and complaints.

Respond to major fire alarms; personally direct fire suppression activities as necessary.

Review hazardous material business plans; enforce code violations; direct site mitigation operations during hazardous material incidents.

Review and test sprinkler and alarm systems for proper functioning.

Conduct fire cause and origin investigations; prepare cases for trial and testify in court proceedings.

Oversee and participate in the performance of fire code, hazardous materials code, and life safety code investigations; issue citations for fire and life safety code violations; oversee the removal of life safety hazards.

Develop public education programs.

Serves as City Manager upon the request or absence of the City Manager.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive emergency services program including fire and life safety, fire suppression and prevention, and hazardous materials programs activities.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Principles and practices of organization, administration, and personnel management.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Operation, maintenance, and use of fire fighting apparatus and equipment.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Fire Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient emergency services.

Plan, organize, direct, and coordinate the work of sworn personnel and support staff.

Ability to:

Plan, direct, and review fire suppression, fire and life safety code compliance, emergency medical service activities and hazardous materials emergencies.

Develop and administer sound departmental policies.

Prepare and administer a department budget.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.

Think and act quickly in emergency situations.

Gain cooperation through discussion and persuasion.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager, and City council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven (7) years of increasingly responsible experience in an organized Fire Department including three (3) years of administrative, command, and supervisory responsibility.

Training:

Equivalent to a Bachelor=s degree from an accredited college or university with major course work in fire science, public administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver=s license.

Possession of, or ability to obtain, Chief Officer certification and/or certification as Executive Fire Officer is desirable.

Possession of, or ability to obtain, Hazardous Materials Technician certification is desirable.

Possession of, or ability to obtain, certification as an Emergency medical Technician is desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; some exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency calls.

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